Closed sessions of the Board shall only be held as permitted by applicable legal
provisions including, but not limited to, the Brown Act, California Government Code, and
California Education Code. Matters discussed in closed session may include:

- The appointment, employment, evaluation of performance, discipline or dismissal
  of a public employee
- Charges or complaints brought against a public employee by another person or
  employee, unless the accused public employee requests that the complaints or
  charges be heard in an open session. The employee shall be given at least
  twenty-four (24) hours written notice of the closed session
- Advice of counsel on pending litigation, as defined by law
- Consideration of tort liability claims as part of the district’s membership in any
  joint powers agency formed for purposes of insurance pooling
- Real property transactions
- Threats to public security
- Review of the District’s position regarding labor negotiations and giving
  instructions to the District’s designated negotiator
- Discussion of student disciplinary action, with final action taken in public
- Conferring of honorary degrees
- Consideration of gifts from a donor who wishes to remain anonymous
- Consideration of the Board’s response to a confidential final draft audit report
  from the Bureau of State Audits

The agenda for each regular or special meeting shall contain information regarding
whether a closed session will be held and shall identify the topics to be discussed in any
closed session in the manner required by law.

After any closed session, the Board shall reconvene in open session before adjourning
and shall announce any actions taken in closed session and the vote or abstention of
every member present.

All matters discussed or disclosed during a lawfully held closed session and all notes,
minutes, records, or recordings made of such a closed session are confidential and
shall remain confidential unless and until required to be disclosed by action of the Board
or by law.

If any person requests an opportunity to present complaints to the Board about a
specific employee, such complaints shall first be presented to the Chancellor. Notice
shall be given to the employee against whom the charges or complaints are directed. If the complaint is not resolved at the administrative level, the matter shall be scheduled for a closed session of the Board. The employee shall be given at least twenty-four (24) hours written notice of the closed session and shall be given the opportunity to request that the complaints be heard in an open meeting of the Board.

Board approval date:  7/22/03
Reviewed/Revised:  11/18/14; 7/23/19